

# NHD Iowa Virtual District Contest Project Submission Guidelines 2022

Updated February 22, 2022

[See this document for additional helpful registration and submission information, including detailed instructions about how to register group projects.](#)

## Documentary Category Submission Guidelines

### Step 1: Create your documentary

- Follow the guidelines and rules in the NHD [Contest Rule Book](#)

### Step 2: Upload your documentary to a drive

- Once complete, upload your documentary to Google Drive (preferred), OneDrive, or DropBox (or other platform). Please make sure your Google Drive, OneDrive, or DropBox URL (link) is shareable.
- **It is your responsibility to ensure that your Google Drive, OneDrive, or DropBox link is shareable.**

### Step 3: Prepare your Written Materials entry materials

- Documentary Written Materials should include:
  - Title page
  - Process paper
  - Annotated bibliography
- **Your title page, process paper and annotated bibliography must be saved as one PDF file.** No other file type is accepted. To save a Google Doc as a PDF go to "File," and "Download As" and select the .pdf option.

### Step 4: Submit your Entry via zFairs

- Log in to your zFairs account. Under your username, in the upper right corner of the screen, choose "My Profile" and then "Entry."
- Choose "Group Documentary" or "Individual Documentary" in the drop-down Category menu.
- Upload your Written Materials (title page, process paper and annotated bibliography) in one PDF. Choose "Add File" at "Written Materials." You do not need to add a comment or caption.
- Submit your documentary by pasting your shareable documentary URL (link) at "Link."
- After you have uploaded your Written Materials and pasted your correct, shareable documentary URL (link), click "Save."

- Group projects only need to be submitted by one member.

### Exhibit Category Submission Guidelines

Traditionally, an NHD exhibit is placed on a table for judging. However, for this year, you have two options:

1. Physically construct an exhibit and then take photos of it and follow the guidelines for virtual submission
2. Create a virtual exhibit and follow the guidelines for virtual submission.

**Talk with your teacher, who can help you choose which option works best for you. Please consult the NHD [Contest Rule Book](#) for exhibit rules. Exhibit rules still apply whether you create a physical or virtual exhibit.**

The NHD [Contest Rule Book](#) allows you to:

- include a multimedia device in your exhibit
- create an exhibit other than a tri-fold board that rests on the floor or a tabletop
- include supplemental materials, such as on the tabletop

However, NHD **recommends** that you create a simpler exhibit this year -- a tri-fold board without the extras (if you choose to add multimedia, you can include the link in your virtual submission). Photographed or virtually created exhibits cannot adequately represent physical exhibits that are round, multi-sided, or those with moving parts.

### Individual and Group Exhibits

Weigh the pros and cons of working on an exhibit alone or with others before you proceed. If you decide to work with a group, you must follow all social distancing guidelines and preventative actions that apply in your school, county, state, or country.

### Guidelines for Creating a Physical Exhibit and Submitting it Virtually

If you wish to create a physical exhibit, see pages 30-32 in the updated NHD [Contest Rule Book](#) for exhibit project rules. If you create a physical exhibit and your contest will accept virtual submissions or be held virtually, you must photograph your exhibit and use the template below to submit it.

If you create a physical exhibit and need to submit it virtually, you are required to follow these submission instructions to be sure judges can read and evaluate your exhibit.

**Step 1: Create a set of slides that include the following:**

- a full photo of your exhibit
- photographed sections of your exhibit with accompanying text

You may use either of two template options to submit your exhibit. These options provide you with slides to insert photos and text from your exhibit. You may **not** add additional slides.

Further details can be found on the first page of either slide template.

- [Google Slides](#)
- [PowerPoint](#)

[Click here](#) to view a sample project submitted through one of these templates.

**Step 2: Prepare to submit your slides and required paperwork:**

- Export/download your completed exhibit template as a PDF.
- Combine your exhibit PDF and required paperwork (title page, process paper, and annotated bibliography) PDF into a single PDF file of 25 MB or smaller. (You may need to use one of the free apps to create and/or compress your PDF file. Some free apps include [Small PDF](#) and [I Love PDF](#).) **The final PDF document order must be: title page, process paper, annotated bibliography, exhibit template.**
  - Please see [this example](#) for the correct order.
  - Please see [this video](#) to learn how to combine your PDF documents into one PDF file.

**Step 3: Submit your Entry via zFairs**

- Log in to your zFairs account. Under your username, in the upper right corner of the screen, choose "My Profile" and then "Entry."
- Choose "Group Exhibit" or "Individual Exhibit" in the drop-down Category menu.
- Upload your Written Materials (title page, process paper, annotated bibliography and exhibit documentation) in one PDF. Choose "Add File" at "Written Materials." You do not need to add a comment or caption.
- After you have uploaded your Entry, click "Save."
- Do not add anything to the line labeled "Link."
- Group projects only need to be submitted by one member.

## Paper Category Submission Guidelines

### Step 1: Create the paper

- Follow the guidelines and rules in the NHD [Contest Rule Book](#)

### Step 2: Prepare entry materials

- Paper entry materials should include: Title page, process paper, annotated bibliography and your paper. Your title page, paper, process paper and annotated bibliography must be saved as one PDF file. No other file type is accepted. To save a Google Doc as a PDF go to "File," and "Download As" and select the .pdf option.

### Step 4: Submit your Entry via zFairs

- Log in to your zFairs account. Under your username, in the upper right corner of the screen, choose "My Profile" and then "Entry."
- Choose "Paper" in the drop-down Category menu.
- Upload your Entry (title page, process paper, annotated bibliography) in one PDF. Choose "Add File" at "Entry's Paper." You do not need to add a comment or caption.
- After you have uploaded your Written Materials, click "Save."
- Do not add anything to the line labeled "Link."

## Performance Category Submission Guidelines

**When submitting a video for an individual or group performance, remember, this is the performance category. Treat the recording as if it is a live performance. Please consult the updated NHD [Contest Rule Book](#) for performance rules. Performance rules still apply whether you perform on-site or at a virtual contest.**

Please follow the criteria below:

- Individual Performance
  - Individual performances can be filmed on a camera, phone, or using an online conferencing platform such as Google Meet, Zoom, and Microsoft Teams. These are only recommendations. You are free to use any platform your Contest Coordinator deems appropriate.
- Group Performance
  - Group performances can be filmed on a camera or phone in-person or using an online conferencing platform such as Google Meet, Zoom, and Microsoft Teams. These are only recommendations. You are free to use any platform

your Contest Coordinator deems appropriate.

- You should follow all social distancing guidelines and preventative actions that apply in your school, county, state, or country.
- In the individual and group performance recordings, please only use backgrounds and props that you would intentionally have or bring for a live performance at an on-site contest. Digital effects are not permitted unless they could be done during a live performance. Most contest settings for performances will have a plain wall or curtain. For your performance, use a plain background or one that you create instead of recording your performance in front of a decorated room in your home or a green screen to which you can add images later. Those settings would not be possible at an on-site contest.
- Any audio recordings, music, or media should be present in the recording as a part of the performance. Audio cannot be added in later.
- It is not necessary to record the 5 minutes of set-up/break-down allotted for your performance.
- Individual and group performances should be recorded in **one take** regardless of recording platform. Editing of any kind is not permitted. **Do not** edit multiple clips together or edit in digital effects or audio

### **Step 1: Create and record the performance**

- Follow the guidelines and rules in the NHD [Contest Rule Book](#)

### **Step 2: Upload the performance to a drive**

- Once complete, upload your performance to Google Drive (preferred), OneDrive, or DropBox (or other platform). Please make sure your Google Drive, OneDrive, or DropBox URL (link) is shareable.
- **It is your responsibility to ensure that your Google Drive, OneDrive, or DropBox link is shareable.**

### **Step 3: Prepare entry materials**

- Performance entry materials should include: Title page, process paper and annotated bibliography.
- Your title page, process paper and annotated bibliography must be saved as one PDF file. No other file type is accepted. To save a Google Doc as a PDF go to "File," and "Download As" and select the .pdf option.

#### **Step 4: Submit your Entry via zFairs**

- Log in to your zFairs account. Under your username, in the upper right corner of the screen, choose "My Profile" and then "Entry."
- Choose "Group Performance" or "Individual Performance" in the drop-down Category menu.
- Upload your Written Materials in one PDF. Choose "Add File" at "Written Materials." You do not need to add a comment or caption.
- Submit your performance by pasting your shareable documentary URL (link) at "Link."
- After you have uploaded your Written Materials and pasted your correct, shareable performance URL (link), click "Save."
- Group projects only need to be submitted by one member.

### **Website Category Submission Guidelines**

#### **Step 1: Create the website in NHDWebCentral**

- Follow the guidelines and rules in the NHD [Contest Rule Book](#)

#### **Step 2: Include the paperwork in website**

- Websites must include the title page, process paper and annotated bibliography.

#### **Step 3: Submit your Entry via zFairs**

- Log in to your zFairs account. Under your username, in the upper right corner of the screen, choose "My Profile" and then "Entry."
- Choose "Group Website" or "Individual Website" in the drop-down Category menu.
- Submit your website by pasting your NHDWebCentral website site key at "NHDWebCentral Site Key" and then click "Save."
- Do not add anything to the line labeled "Link."
- Group projects only need to be submitted by one member.